

NOTICE INVITING TENDERS

(Box Tenders/Open Tenders)

(COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (CAMC) OF VRF AT NIT
ANDHRA PRADESH, TADEPALLIGUDEM)



National Institute of Technology- Andhra Pradesh,

Beside Chennai - Srikakulam Highway,
Kadakatla, Tadepalligudem, West Godavari District,
Andhra Pradesh-534101.

www.nitandhra.ac.in/main/tender

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Tender Notice:



NIT Andhra Pradesh, Tadepalligudem

Ref No: NITANP/SMMD/TENDER/2024-25/29

Date: 04.07.2024

Box Tenders/Open Tenders are hereby invited from reputed registered Firms/ /Agencies/Bidders/Suppliers for providing the following services at NIT-Andhra Pradesh, Tadepalligudem, West Godavari district.

“Tender for Comprehensive Annual Maintenance Contract (CAMC) of VRF at NIT Andhra Pradesh, Tadepalligudem”

Addressed to:

Tender Box

Material Management Disposal Section,

Sardar Vallabhbhai Patel Administrative Vista Building,

NIT Andhra Pradesh, Kadakatla, Near NH-16

Tadepalligudem-534101, West Godavari District, Andhra Pradesh

The above **Tender name and Ref. No. should be Super-Scribed** in the Main Envelope containing the bid documents.

Tender Schedules can be downloaded from NIT-Andhra Pradesh website from 04.07.2024 onwards. Bidders need to submit hard copy with relevant documents attested by gazetted officer.

The last date for submission of tenders is 25.07.2024 up to 03:00PM.

For further details regarding Tender notification & specifications, please visit www.nitandhra.ac.in/main/tender.

Date: 04.07.2024.

NIT Andhra Pradesh,

Tadepalligudem.

Time Schedule of various tender related events

**(Comprehensive Annual Maintenance Contract (CAMC) of VRF at NIT Andhra Pradesh,
Tadepalligudem)**

| | |
|--|--|
| Bid Document downloading Start date/ Time | 04.07.2024 at 05:00PM |
| Bid Document downloading End Date / Time | 24.07.2024 up at 05:00PM |
| Pre-Bid meeting | 12.07.2024 at 03:30PM |
| Last Date and Time for receipt of Bids | 25.07.2024 Up to 03:00PM |
| Technical Bid Opening Date/ Time | 25.07.2024 at 03:30PM |
| Financial Bid Opening Date/ Time | Will be intimated later |
| Contact Person | The Associate Dean (P&D, SEMW/SEIE), NIT Andhra Pradesh, Tadepalligudem. Email: ad_pd@nitandhra.ac.in |
| Reference No: | Ref No: NITANP/SMMD/TENDER/2024-25/29 Date: 04.07.2024 |

Signature of the Bidder with stamp

CLARIFICATIONS

Queries, if any, can be made through e-mail only to ad_pd@nitandhra.ac.in and cc to purchase@nitandhra.ac.in on or before **12.07.2024**. Queries received via any mode other than e-mail id mentioned above shall not be entertained. The queries should only be sent in the following format on the official letter head of the company.

| S. No. | Page No. (Tender Ref.) | Clause (Tender Ref.) | Description (Tender Ref.) | Query |
|--------|---------------------------|-------------------------|------------------------------|-------|
| | | | | |

If there is any addendum/corrigendum related to tenders, it shall only be published on NIT Andhra Pradesh website (www.nitandhra.ac.in) and <https://eprocure.gov.in/epublish/app..> The Bidders are advised to check NIT Andhra Pradesh website and Central Public procurement portal regularly. No other mode of notice will be given.

The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made, if any. Bidders are totally responsible for incorporating/complying the changes/amendments issued, if any, during pre-bid meeting in their bid.

If the last date of receiving/opening of the bids coincides with a holiday, then the next working day shall be the receiving/opening date.

The bid along with relevant documents should be attached with original EMD and Tender processing fee. Physical submission of bid only shall be considered.

**Associate Dean, SMMD
NIT ANDHRA PRADESH**

BID

Ref No: NITANP/SMMD/TENDER/2024-25/29

Date: 04.07.2024.

Subject: Tender for Comprehensive Annual Maintenance Contract (CAMC) of VRF at NIT Andhra Pradesh, Tadepalligudem.

Sir/Madam,

Bids are invited on the Box/Open Tender platform from the reputed Registered Firms Agencies/Bidders/Suppliers from the experienced premises of Comprehensive Annual Maintenance Contract (CAMC) of VRF. The details of bidding conditions and other terms can be downloaded from the NIT Andhra Pradesh Website.

The attested copies of all the documents of technical bid, signed undertaking of Bidder should be submitted offline mode only to the Director, NIT Andhra Pradesh, Tadepalligudem, on or before opening of bid.

The participating Bidder/s shall have to pay tender processing fee (non-refundable) and EMD for the amounts specified in the Statement related to bids, in the form of DD drawn in favour of the Director, NIT Andhra Pradesh, Tadepalligudem.

Further, the Successful Bidder shall furnish a part of a bid as Performance Guarantee specified in the Statement related to bids, to be paid in the form of BG as mentioned in the Tender Schedule.

NIT Andhra Pradesh, Tadepalligudem, will not accept the tenders from blacklisted companies or undependable suppliers, whose past performance with NIT-Andhra Pradesh was found poor due to delayed and/or erratic supplies and those with frequent product failures, and also against whom there have been adverse reports of sub-standard quality/poor services, as defined in the other parts of the bidding documents.

Signature of the Bidder with stamp

STATEMENT RELATED TO BIDS

| | |
|--|--|
| Name of work | Comprehensive Annual Maintenance Contract (CAMC) of VRF at NIT Andhra Pradesh, Tadepalligudem. |
| Location of work | Director Bungalow, Athidi Guest House, Brindavanam Bhavan |
| Bid Document Fee/ Tender Processing Fee (Non-refundable) | Rs.500/- by way of RTGS/NEFT from any Nationalized bank drawn in favor of the Director NIT Andhra Pradesh, Payable at Tadepalligudem. Account Name: Director NIT Andhra Pradesh A/C No: 35579546371 IFSC Code: SBIN0016305 Submit for evidence of payment Receipt. |
| EMD | Rs. 22,000/- by way of DD from any Nationalized bank drawn in favor of the Director NIT Andhra Pradesh, Payable at Tadepalligudem. Bidders registered with NSIC, MSMEs etc. will be exempted from EMD payment. Subjected to documentary evidence. |
| Bid Validity Period | 90 days from the date of opening of financial bid |
| EMD Validity Period | 90 days from the date of opening of financial bid |
| Contract Agreement | The contract shall be for a period of Three Years , initially the contract will be for one year and extended yearly on the basis of satisfactory performance of services and compliance of all terms and conditions of the agreement. |
| Period of furnishing Performance Guarantee | Within 7days from date of receipt of LOA |
| Performance Guarantee Value | 5% of contract value as approved by competent authority |
| Performance Guarantee Validity Period | 38 months from the date of commencement of services |
| Period for signing the order of acceptance | Within 14 days from date of receipt of LOA |

Signature of the Bidder with stamp

TENDER SCHEDULE

PREAMBLE:

National Institute of Technology, Andhra Pradesh, is the 31st NIT among the chain of NITs started by the Government of India. NIT Andhra Pradesh is established in the state of Andhra Pradesh in the academic year 2015 – 2016.

NIT Andhra Pradesh, Tadepalligudem, invites sealed tenders under **Two bid** system i.e., **Technical bid and Financial bid** for the Comprehensive Annual Maintenance Contract (CAMC) of VRF at NIT Andhra Pradesh, Tadepalligudem.

SCOPE OF WORK:

Comprehensive Annual Maintenance Contract (CAMC) of VRF at NIT Andhra Pradesh, Tadepalligudem, consisting of VRF equipment as under.

No. of Visits – Once in every Month

Emergency Visits – Whenever required

INVENTORY DETAILS:

| S.No | Location | Make | Capacity | No. of cassettes |
|--------------|--------------------|------------|---------------|------------------|
| 1 | Director Bungalow | Mitsubishi | 20 TR | 14 |
| 2 | Athidi Guest House | | 60 TR | 37 |
| 3 | Brindavanam Bhavan | | 25 TR | 14 |
| Total | | | 105 TR | 65 |

Description of Complete Systems for Comprehensive Maintenance

Monthly maintenance:

- 1) Maintenance of all filters, fans, diffusers, cooling coils, Refrigerant Gas etc.
- 2) Tightening of belts, foundation bolts of equipment and alignment of belt pulleys and couplings.
- 3) Examining indoor/outdoor units & operating linkage for smoothness.
- 4) To check the gland /seal and coupling of units.
- 5) To check the safety controls mechanical, Electrical/ Electronics and inter-locking of the various equipment.
- 6) To check all piping/insulation/proper positioning/damage and rectify the same wherever required.
- 7) Inspect/check the entire line for leakage and rectification of leakage, if any.
- 8) To check and lubricant (if required) the bearing of the fans/motors
- 9) Check the quantity of Air flow from various outlets in each room/ Area as per drawings and do adjustments to dampers etc as and when required.
- 10) Check the performance of equipment of the VRF plant for proper functioning
- 11) Any other job required to be attended during the course of Checking and keeping the plant in

perfect working conditions.

- 12) The Vendor shall supply the following consumables & general spares/items for the smooth operation of the system and the rates quoted by them should be inclusive of the following items
- 13) a) Top-up of Refrigerant Gas
- b) Lubricating oil for compressor systems
- c) Packing/Couplings/gaskets/insulation material/other general spares.
- d) All electrical spares e.g. Fuses / Relays, contactors, Condensers etc.
- e) Indoor units Filter/Belts/Bearings/Valves/Other spares etc.
- f) Air Filter, Sheet Metal parts, Evaporator coils, Condenser Coil Circuit Breaker, Front grill assembly/plastic cover/panel, Circuit Breaker (MCB), Remote Handset

Preventive maintenance (half yearly):

- 1) Checking/setting/rectification of all safety and automatic controls.
- 2) Complete Overhauling of indoor/outdoor units, FCU and Fans.
- 3) Maintenance of Fresh Air & Exhaust Air Fans and their Balancing, if required. Observe the operation of all the dampers and make the necessary adjustment in linkage and blade orientation for proper operation.
- 4) Functional checks & calibration of all switches, thermostats, humidistats and other instruments rectification of the same if required.
- 5) Any other job required to be attended during the course of checking to keep the plant in perfectly working conditions.

GENERAL CONDITIONS OF CONTRACT

1. The Maintenance work of VRF Shall be required on whenever required.
2. The Bid document shall be read in conjunction with GCC (General Conditions of Contract) laid down in the CPWD manual and the applicable specifications of CPWD.
3. NIT Andhra reserves the right to reject any or all the bids without assigning any reason.
4. All the general & special tools, tackles required for proper maintenance and repairs/break down etc, shall be arranged by the contractor at his own cost.

Name and Signature of bidder with seal

ELIGIBILITY CRITERIA:

1. The bidder should have a valid GST Certificate.
2. Bidder must have any one of the below valid Registration Certificates.
 - a) CPWD class-V (or) above category
 - b) State PWDs class-IV (or) above category
 - c) Any central/state Govt organization class-IAnd along with a valid Electrical Grade-A License.
3. All the bidders should submit a spare parts declaration as per Annexure-IV on their letterhead stating that they will support the tenderer with all the spare parts which are mentioned in Inventory details in Page No. 8.
4. The average annual turnover of FY. 2020-21,2021-22, &2022-23 should be at least 6 Lakhs issued by CA with UDIN Number.
5. The bidder should submit audited financial statements (balance sheets) for the FY 2020-21,2021-22, &2022-23 along with relevant income tax returns for the concerned years i.e., AY 2021-22, 2022-23, & 2023-24.
6. Bidder must have successfully completed the works pertaining to VRF works with the conditions and value of work/purchase orders along with satisfactory certificates defined as under during the period of 01-04-2020 to 31-03-2023.
 - One work of Supply, Installation, Testing, Commissioning / Comprehensive Annual Maintenance Contract of VRF costing not less than the amount equal to Rs.8,70,000/- (Rupees Eight Lakhs Seventy Thousand only).

OR

 - Two works of Supply, Installation, Testing, Commissioning/Comprehensive Annual Maintenance Contract of VRF costing not less than the amount equal to Rs.5,44,000/- (Rupees Five Lakhs Forty-four Thousand only).

OR

 - Three works of Supply, Installation, Testing, Commissioning/Comprehensive Annual Maintenance Contract of VRF costing not less than the amount equal to Rs.4,35,000/- (Rupees Four Lakhs Thirty-Five Thousand only).
7. All the payments received against the claim of Work/purchase Orders at Clauses (6) above should be reflected in Form 26AS. Else the Work/Purchase Order is treated as invalid.
8. The bidder must have a valid PAN Card and the same should be reflected in all financial statements.
9. Each page of the tender document along with all other submitted documents must be duly signed by the Authorized signatory with Bidder's signature and seal.

Name and Signature of the bidder with seal

METHOD OF SUBMISSION OF BIDS:

1. The bid documents can be downloaded from the Institute website <https://www.nitandhra.ac.in/main/tender> and CPP portal <https://eprocure.gov.in/epublish/app>.
2. The bids should be filled in two bid formats with all the required documents as enclosures in separate sealed covers i.e., (a) Part-I Technical bid, (b) Part-II Financial bid
3. Two separate sealed covers should be specifically super-scribed as **(a) "Technical bid for Comprehensive Annual Maintenance Contract (CAMC) of VRF at NIT Andhra Pradesh, Tadepalligudem."** and **(b) "Financial bid for Comprehensive Annual Maintenance Contract (CAMC) of VRF at NIT Andhra Pradesh, Tadepalligudem"**. Both the sealed envelopes (a) and (b) are to be kept in another Master envelope, which should also be sealed and submitted.
4. The Master envelope should be super-scribed with **"Tender for Comprehensive Annual Maintenance Contract (CAMC) of VRF at NIT Andhra Pradesh, Tadepalligudem."** and shall be addressed to

The Tender Box,
Material Management Disposal Section,
Sardar Vallabhbhai Patel Administrative Vista Building,
NIT Andhra Pradesh, Kadakatla, Near NH-16
Tadepalligudem-534101, West Godavari District, Andhra Pradesh.

5. **Last date for submission of bid documents is 25.07.2024 up to 03:00PM.**
6. Bids received after the due date and time shall be summarily rejected.
7. Incomplete bids or bids not submitted in the prescribed format are liable for rejection.
8. The institute will not be responsible for Postal delays.

Name and Signature of bidder with seal

EVALUATION PROCEDURE:

1. At the first stage, the Technical Bids shall be opened in the presence of Bidders, who may like to be present on **25.07.2024 at 03.30PM.** in **Material Management Disposal Section, Sardar Vallabhbhai Patel Administrative Vista Building of NIT Andhra Pradesh, Tadepalligudem.**
2. IPC would evaluate the technical bids submitted by the Bidders.
3. Prior to detailed evaluation, the Institute will determine the substantial responsiveness of each bid to the tender document. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding/tender document and is without any material defects and deviations. Deviations from, or objections or reservations to critical provisions such as those concerning qualification/eligibility criteria, availability of facilities and amenities as needed, availability of government/statutory approvals and clearances, ready and explicit willingness to accept and honor the terms and conditions of contract etc. will be deemed to be material deviations.
4. If a bid is not substantially responsive, it will be rejected by the Institute and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
5. Only those Bidders whose technical bids have been found to be substantially responsive would be evaluated.
6. The Financial bids of those Bidders only shall be opened who qualified in the Technical Evaluation. The Institute will award the contract to the Successful Bidder, whose financial bid is the lowest price bid among all the quoted bids. The decision of the Director, NIT Andhra Pradesh, Tadepalligudem, is final in this regard. In case of a tie, the contract will be awarded to the firm that has the highest Average Annual turnover for the last three years.
7. Tenders with revised/modified rates/offer after opening of the tenders shall be summarily rejected and the entire Earnest Money Deposit (EMD) submitted with the tender shall be forfeited.
8. The tender is not transferable under any circumstances.
9. Telegraphic, conditional or incomplete tenders shall not be accepted. Canvassing of any kind, directly or indirectly shall lead to disqualification of the Bidder.
10. In case of a further tie, the contract will be awarded to the firm that has the highest Average Annual turnover for the last three years.

Name and Signature of Bidder with seal

PENALTY CLAUSE:

Penalty shall be imposed due to delay in recovering the system to normal working conditions i.e., the system has to be restored to normal working condition within **A DAY** failing to which, penalty of **1000/-** for delay of every day and maximum up to 10% of the total contract value.

PAYMENT TERMS:

Payment to the successful bidder shall be released on a monthly basis on submission of check list for the services rendered in the particular month.

DISCLAIMER:

Even though adequate care has been taken in the preparation of this Tender Schedule the Bidder should satisfy himself that the Schedule is complete in all respects.

NIT Andhra Pradesh nor their employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this Tender Schedule and it is not possible for the NIT Andhra Pradesh to consider the investment objective, financial situation and particular needs of each party who reads or uses the Tenders Schedule. Certain prospective Bidders may have a better knowledge of the scope of work than others. Each prospective Bidder should conduct his own investigations and analysis and check the accuracy, reliability and completeness of the information in the Tender Schedule and obtain independence advice from appropriate sources.

The Director, NIT Andhra Pradesh reserves the right to change any or all of the provisions of this request for Proposal. Such changes would be intimated to all parties procuring this request for Proposal.

The Director, NIT Andhra Pradesh reserves the right to reject any or all the Bids submitted in response to this request for Proposal at any stage without assigning any reasons whatsoever.

JURISDICTION:

Any dispute arising out of the tender / bid document / evaluation of bids / issue of APO shall be subject to the jurisdiction of the competent court at Tadepalligudem only.

Signature of the Bidder with stamp

Annexure-I

PART-A (CHECKLIST FOR TECHNICAL BID)

All the commercial conditions shall also be indicated in this part. Deviations, if any, to our specifications shall be brought out very clearly. Bidders shall mention point-wise confirmation with regard to technical specifications given in our Enquiry.

| S. No | Particulars | Yes | No |
|--------------|---|------------|-----------|
| 1 | Copy of original tender draft downloaded from the NIT Andhra Pradesh website. | | |
| 2 | In the form of RTGS/NEFT from the National Bank towards Tender Processing Fee | | |
| 3 | Crossed Demand Draft from National Bank towards EMD | | |
| 4 | Copy of CPWD Class-V/any State PWDs class-IV/above category (or) any central/state Govt organization Class-I along with Electrical Grade-A License registration | | |
| 5 | Copy of Spare Parts Declaration | | |
| 6 | Copy of GST registration | | |
| 7 | Copy of PAN card | | |
| 8 | Copy of relevant work order(s) | | |
| 9 | Copy of respective Work satisfactory certificate(s) | | |
| 10 | Copy of Financial turnover certificate issued from Chartered Accountant with UDIN on his letter head. | | |
| 11 | Copies of Income Tax Saral form>Returns along with Audited financial statements, Profit and Loss Account, Balance sheets, Form 26AS. | | |
| 12 | Declaration in the format given by the Institute | | |
| 13 | Financial bid cover | | |

Enclose all certificates in support of the above statements.

Date:

Authorized Signatory

Name:

Place:

Designation:

Company:

Contact No:

Company Seal:

DECLARATION

(To be provided on letter head of the Bidder and submit along with technical bid)

I / We _____ do hereby certify that our firm is not blacklisted and no enquiries / cases are pending against us by Govt. of India / Govt. of Andhra Pradesh or by any State Board Universities, since inception of the firm / company.

All the terms and conditions given in the tender draft with **Ref No: NITANP/SMMD/TENDER/2024-25/29** **Date: 04.07.2024** "**For Comprehensive Annual Maintenance Contract (CAMC) of VRF at NIT Andhra Pradesh, Tadepalligudem.**", are acceptable to us.

We also certify that the information mentioned in the submitted documents is true and complete in any every respect and explicitly agree that in case at a later date it is found out by the Institute (NIT Andhra Pradesh, Tadepalligudem) that any details provided herein by us are incomplete/incorrect, any contract given to us may be summarily terminated forthwith, our firm may be blacklisted, and that the Institute may also initiate any other legal/penal proceedings, as deemed fit by it.

Signature of the Authorized Signatory

Name:

Designation:

Date:

Place:

Company:

Contact No.

Company Seal:

PART-B. FINANCIAL BID (On Firm Letterhead)

**For Comprehensive Annual Maintenance Contract (CAMC) of VRF at NIT Andhra Pradesh,
Tadepalligudem.**

Ref No: NITANP/SMMD/TENDER/2024-25/29

Date: 04.07.2024

| S. No. | Description | Amount Per Annum |
|--------|--|------------------|
| 1 | For Comprehensive Annual Maintenance Contract (CAMC) of VRF at NIT Andhra Pradesh, Tadepalligudem: | |

Offered Price (in words): Rupees _____ per Annum only. **(Inclusive of all taxes)**

NOTE:

1. Offered price includes GST as per the Government norms.
2. L1 shall be finalized only when the bidder quoted the least amount.
3. 2% TDS amount of GST payable on the bills will be deducted as per the Govt. of India, Ministry of Finance, Department of Revenue notification vide No.65/39/2018-DOR, dated: 14-09-2018.
4. In case of a tie, the contract will be awarded to the Bidder/Firm having the highest Average Annual Turnover for the FY 2020-21, 2021-22 and 2022-23.
5. **Note: All Consumable items which are part of service and maintenance, such as cleaning, oils, grease, nuts, bolts, and washers, filters, gaskets, flanges, motor windings, refrigerant topping up (gas), all rubber and PVC parts, all valves, all wear and tear items, etc. will be in the scope of the vendor. Further the vendor must replace the spare parts whenever required, which cost is less than Rs. 10,000/- (per each part) is in the scope of vendor.**

Signature of the Authorized Signatory

Name:

Designation:

Address:

Tel./Mobile No.:

E-mail ID:

Date:

Seal of the Firm:

SPARE PARTS DECLARATION

(To be provided on letter head of the Bidder and submit along with technical bid)

I / We _____ do hereby agree that we will support all the spare parts which are mentioned in Inventory details as under:

| S.No | Location | Make | Capacity | No. of cassettes |
|--------------|--------------------|-------------|-----------------|-------------------------|
| 1 | Director Bungalow | Mitsubishi | 20 TR | 14 |
| 2 | Athidi Guest House | | 60 TR | 37 |
| 3 | Brindavanam Bhavan | | 25 TR | 14 |
| Total | | | 105 TR | 65 |

In case if we found as defaulter to the above declaration, the contract will be terminated.

Signature of the Authorized Signatory

Name:

Designation:

Date:

Place:

Company:

Contact No.

Company Seal: